

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Phase IV Long-Range Plan Action Items

FROM: Harry E. Fitzwater DDA 7D18 HQ		EXTENSION  	NO.  	DD/A Registry 83-0140/10	STAT
			DATE 4 FEB 1983		
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)	
	RECEIVED	FORWARDED			
1. D/OIS 1206 Ames				<p><i>This is the subject I raised last week at the Staff meeting. There are proposals you may wish to consider.</i></p>	STAT
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4 FEB 1983

83-0140/10

MEMORANDUM FOR: Director of Information Services

FROM: Harry E. Fitzwater  
Deputy Director for Administration

SUBJECT: Phase IV Long-Range Plan Action Items

1. As a result of the recent exercise in long-range planning for the EXCOM, a number of themes were identified which require further action. The items generally concern improving the management of support services and need research, coordination, and study. To accomplish this, it is requested that you conduct a thorough review of the subjects listed in the attachment and submit a detailed report on your findings. Your efforts should result in a thoughtful exploration of the topics which, from a Directorate viewpoint, considers the organizational implications as well as the potential for improving the efficiency, effectiveness, and timeliness of our support to the Agency's mission.

2. In addition to addressing the items listed in the attachment, you are requested to conduct a general review and report on the performance of your Office in response to customer requests. Among other items, this review should verify the need for all administrative reporting which you originate. You should also include a discussion of the timeliness, quality, and responsiveness of your support, both at Headquarters and in the field. Some examples of the types of support you may wish to include are: (1) processing requests submitted to the Agency under the Freedom of Information and Privacy Acts, (2) providing advice and guidance to Agency components on the creation, maintenance, use, and disposition of Agency records, and (3) coordinating and processing Agency regulatory issuances. Also, provide a thorough discussion on how to reduce lead times, improve the overall quality of support, and reduce unnecessary paperwork. Finally, your review should identify those sections of regulations that are thought to be unnecessarily cumbersome. Conversely, you should recommend any additional authorities or regulations you feel would assist you in the performance of your responsibilities. A mutually acceptable date for the completion of these reports should be coordinated with the DDA Plans Officer.

[Redacted Signature Box]

Harry E. Fitzwater

Attachment

DDA/MS [Redacted] 3Feb83)  
Orig - Adse (w/att)  
1 - HEF Chrono (w/o att)  
1 - DDA Subject (w/att)  
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1. Agency Vital Records Program: You should review and report on ways to improve and revitalize the Agency's Vital Records Program. Your review should include the use of all modes of information storage, i.e., magnetic tape, paper, disk, etc. It should also suggest ways to provide secure and survivable storage of these records in the event of a major national disaster. The thrust of the review should be from an Agency-wide standpoint but should also obviously include the needs of the Directorate.

2. Electronic Records Archiving and Storage: In conjunction with the Office of Data Processing, you should conduct a review of the archiving needs of the Agency and report on what needs to be done to ensure that we have a modern and effective Agency-wide procedure for the preservation of Agency automated and non-automated records.

3. TRIS: This report should include a review of the TRIS project, giving a precise definition of the system and a schedule for the individual sub-systems and a general order of magnitude funding profile. The review should also include a look at the possibilities of making more use of the existing TRIS sub-systems and procedures and exploiting commercially available records systems.